

Professional and Managerial Branch
Transportation Group
Street and Traffic Series

STREETS DIRECTOR

07/02 (REB)

Summary

Under general direction, as a department head, manage City street, bridge traffic and flood control system operation, maintenance, and repair, including minor construction projects, as well as allied technical and administrative support activities through subordinate supervisors.

Duties

Plan, develop and organize programs and projects such as roadway paving, storm drain excavation, traffic signals, signs and markings, street lighting, parking meters, and toll bridges. Involves: ensuring policies and methods meet statutory requirements; reviewing and interpreting current and proposed legislation and regulations in conjunction with City legal staff; participating in development of public works short and long range plans by determining department objectives, priorities and resources required for collaborative attainment of goals; recommending ordinances, resolutions and major operating adjustments to preserve and enhance efficiency and effectiveness of the construction and resurfacing of streets, bridges and overpasses, street cleaning, maintenance and operation of storm drain systems and pumping facilities and inspection of flood control projects by Corps of Engineers including review of staff proposals to solve problems such as integration of processes and services with other City departments, other jurisdictions, and regulatory agencies; assisting other City departments in heavy lifting or hauling, grading and development of land, earth moving, excavating, concrete masonry, minor building or structure erection and upkeep, and development of land, earth moving, excavating, concrete masonry, minor building or structure erection and upkeep, and demolition and disposal of unsafe or condemned buildings and structures; overseeing international toll bridge operations, traffic signal and street lighting, traffic signs and markings, and parking meter shops; directing construction of traffic signal installations, design of street signs, markings and roadway lighting; conferring with contractors, utility companies and State and Federal agencies regarding traffic controls, routes and detours, and future of ongoing roadway, bridge and drain construction and repair.

Implement, coordinate and evaluate timely, reliable and economical street, bridge traffic and flood control operation, maintenance, repair and minor construction functions within available resources. Involves: studying and standardizing methods and performance measures to continuously improve operating productivity and quality; acquiring and allocating approved personnel, equipment and supplies, and arranging for maintenance; scheduling multiple projects, and reviewing progress, costs, field investigations and related records and statistics for adherence to efficiency and timeliness objectives, and identifying, diagnosing and solving priority conflicts and organization problems; initiating corrective measures and controls to expedite and optimize interrelated activities and facilitate flow of communications; verifying and issuing directives to rectify complaints; advising other City departments and elected officials; explaining department functions and rules to citizens, civic groups, consultants, contractors, utilities, planning commissions and regulatory agencies to solve operating problems and rectify complaints.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses such as of project labor requirements and materials specifications, and reviewing funding requests, proposed program improvements and suggested staffing to prepare consolidated annual budget, and set department performance measures; controlling receipt, allocation and expenditure of toll revenues, and budgeted, bond and grant funds as authorized by the Director of Public Works by recording and analyzing personnel, equipment, supplies and maintenance costs, and justifying deviations from forecasts following established City financial policies and procedures; implementing Public Works Administration directives; preparing and presenting technical, statistical and cost estimates and results analyses for City official and executives, and other jurisdictions and agencies; overseeing operation and updating or required department record keeping such as payroll, employee files, purchase requisitions and other transactions.

Supervise assigned supervisory and nonsupervisory technical, trades, manual labor, administrative and clerical personnel. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee ratings by subordinate supervisors, coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation, job training, and employee development activities; enforcing personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards; maintaining harmony among employees, and resolving third step grievances; interviewing and hiring applicants; commending, adjusting pay of, transferring, disciplining and terminating

employees; changing staffing levels and job designs.

Perform miscellaneous related general managerial and other duties as required. Involves: referring general policy problems to next higher level City executive or official, and as qualified, to other Public Works department heads or own subordinates; participating in conferences to represent the City on street, bridge traffic and flood control issues and to maintain awareness of technological advances.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering, Business or Public Administration or related field and ten (10) years administrative experience in constructing and maintaining streets, bridges and storm drains, or installing and repairing traffic control systems, including four (4) years supervision; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: construction, installation, maintenance, repair and paving methods, equipment and materials associated with streets, bridges, overpasses, storm drain systems, pumping facilities, traffic signals and automated controls; surveying practices and techniques; sampling and testing procedures, and types, uses and capabilities of equipment used in street maintenance and construction. Good knowledge of: laws, rules, and regulations governing traffic control; toll collection and handling procedures; budget and inventory control practices; supervisory techniques; office and personnel administration.

Ability to: plan, develop, organize, implement, coordinate and control functions of a large technical, trades and labor staff engaged in diverse programs and projects to ensure or improve effectiveness and efficiency of a multi division department; formulate and establish department policies, budgetary goals and field and shop operations objectives; apply administrative and managerial principles and techniques, which includes ensuring maintenance and safety of facilities, equipment and materials, and essential department operations documents and electronic records; read and comprehend common financial and legal documents; apply established mathematical and statistical techniques to analyze data in practical situations; define problems dealing with several abstract and concrete variables; impartially and firmly exercise delegated appointing officer authority through subordinate supervisors to enforce personnel and safety rules and regulations, and provide leadership to motivate productivity and cooperation of individuals or teams of various types to produce quality and timely operating results; establish and maintain effective working relationships with fellow employees, City officials, consultants, contractors, utilities, other agencies, civic organizations and the general public using diplomacy in complicated situations involving common operating and management issues such as when responding to inquiries or complaints, negotiation business deals, or resolving internal conflicts; express oneself clearly and concisely orally and in writing to analyze and persuasively explain complex technical and regulatory standards and practices in reports, correspondence, speeches and discussions.

Skill in safe operation and care of: personal computer including work processing, spreadsheet, and database; motor vehicle through City traffic.

Physical Demands and Working Conditions: Move across uneven terrain, climb, bend and stoop to conduct field inspections or oversee construction, if necessary.

Licenses and Certificates: Valid Texas Class "C" Driver's license or equivalent issued by another state.

Human Resources Director

Department Head